

DD/A 80-0069/1

DDA
Goals

17 January 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff

FROM: STATINTL [REDACTED]
Chief, Management Staff, DDA

SUBJECT: FY-80 Goals Program: Second Quarter (U)

REFERENCE: Multi-Adse Memo fm DDCI dtd 8 Jan 80,
Same Subject (ER 80-6036)

1. The Deputy Director of Central Intelligence (DDCI) has announced dates and suggested agenda items for the second quarter FY-80 Goals Program Review. Mr. Carlucci's memorandum covering the subject is attached for your information. Note that our review is scheduled for 21 February 1980 from 1500-1600 in the DCI Conference Room.

STATINTL

STATINTL 2. We have reviewed the DDCI's memorandum with [REDACTED] and the DDA and have agreed on the second quarter review of the following goals (note assignments indicated in parentheses; goals stated in paragraphs 2.a., 2.c., and 2.g. will be reported on but not briefed because of time constraints):

a. Improve DDA Career Service personnel career planning:

(1) Implement DCI/DDCI-approved NAPA personnel management reforms in the DDA Career Service (vacancy notice systems, rotational assignments, advance planning, etc.). Revise career planning materials to be more meaningful (Directorate APP, PDP, Career Profiles, Career System Handbooks).

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[REDACTED]
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(2) Develop and implement an FY-80 DDA Career Service Affirmative Action and Equal Opportunity Plan. Implement FY-80 minority recruitment plan.

b. Monitor, guide, coordinate and otherwise assist the implementation of the President's decision concerning the APEX System. (D/Sec)

c. Oversee the timely and responsive completion of the efforts of the Information Handling Task Force.

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(D/OC)

(DD/A)

e. Ensure that timely and responsive Administration Directorate support and coordination are provided in meeting accelerated design, development, and implementation schedules for the CRAFT concept. (D/ODP for all DDA Offices)

f. Strengthen the Agency-wide policy coordination role of the Office of Training:

(1) Develop and implement an evaluation plan for the Agency-wide review of first year of Language Incentive Program (specifically talk about your evaluation and monitoring role). (DTR)

(2) Expand leadership and management training for all managers in Agency, particularly in the Midcareer Course and the Senior Seminar. (DTR)

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g. Work with the Operations and Science and Technology Directorates on assessing administrative problems of our employees overseas and assignments and develop policies to adequately address these problems. 25X1A

h. Review the planning for the new 85,000 square foot building (review the sequence and timing of events regarding occupancy--who goes into new building, who goes into backfill space, Headquarters areas for SAFE, ADSTAR, etc.). Also indicate to DDCI any decisions he may subsequently be asked to make regarding this subject. (D/L)

In addition, we will provide final progress reports on two goals that, at least for the time being, will not be continued:

- i. Finance support to overseas installations (D/Fin)
- j. The Agency Alcohol Program (D/MS)

3. The DDCI is expecting about a ten minute treatment on each of the goals being briefed (paras. 2.b., 2.d., 2.e., 2.f., and 2.h. above) and about a five minute treatment of the last two (Finance Support Overseas and the Alcohol Program). Where an individual goal has more than one part, please limit the entire goal discussion to ten minutes. Each of you is asked to keep your presentations crisp and limit them as indicated above so that the entire review can be completed within the time allotted. (U)

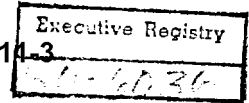
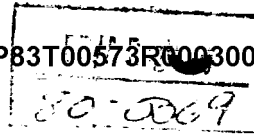
4. Regarding the goal on CRAFT support (para. 2.e. above), the DD/A would like the Director, ODP to conduct the review--the changed DDO requirement as we know it, the impact(s) of changed requirements on ongoing DDA support, and the status of our planning to meet the changed requirement--on behalf of all Directorate Offices. Concentration should probably be focused on the Offices of primary impact (Communications, Data Processing, Security). (S)

5. The review of the last two goals--Finance Support Overseas and the Alcohol Program--should include a brief report of progress to date and the reason that each effort, while on-going, is not presently scheduled for continuing review with the DDCI. In the case of Finance Support Overseas, it will be subsumed in one or both of the two goals on overseas support--CRAFT (para. 2.e. above) and overseas [REDACTED] administrative problems (para. 2.g. above). In the case of Alcohol Program, it has been designed, implemented, and is working. We will, as appropriate, keep the DDCI advised of accomplishments and problems as they occur. (S) 25X1A

6. The paperwork (Goals and Progress Report) to be submitted to the DDCI, as indicated in the second paragraph 3 of the reference memorandum, is to be limited to one page and formatted as shown on the attachment hereto. Please submit your Goals and Progress Report, in one copy to the DDA Management Staff by COB 8 February 1980 so that all such reports going to DDCI can be standardized. (U)

7. The DD/A wants to dry run the presentations. We have scheduled a session on 14 February 1980 from 1300 to 1430 hours.

Atts:



ATTACHMENT A

8 January 1980

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller
Director of Personnel Policy, Planning, and Management
Director of Public Affairs

FROM : Deputy Director of Central Intelligence

SUBJECT : FY-80 Goals Program

1. Following is the tentative schedule for the second quarter FY-80 CIA Goals Program review. All meetings will be in the DCI Conference Room.

DDA	21 February, 1500-1600
DDO	28 February, 1500-1600
DDNFA	6 March, 1500-1600
DDS&T	13 March, 1500-1600

2. In preparing your goals for this quarter, please update your fall 1979 goals utilizing appropriate portions of your SIS Advance Work Plan that we discussed and agreed to in December. You should add any other recent top priority goals for your area that you wish to discuss with me.

3. All directorates should have an appropriate personnel management goal focusing not only recent Agency-wide personnel management goals progress, e.g., EEO progress, SIS implementation, NAPA decision implementation, etc., but also on particular directorate personnel goals and issues. Also, please assure these goals are included:

Signer

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DDA

- Progress/evaluation plans for Language Improvement Program, Agency wide
- Logistics space planning, Agency wide

DDO

- Agent communications progress (with S&T)
- Protecting sources and methods

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- [REDACTED]
- [REDACTED]

DDS&T

- FY-81 Agency-wide R&D plan

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- [REDACTED]

NFAC

- Goals/progress toward improving quality of intelligence
- Progress on reorganization moves

3. Please submit your FY-80 goals to me at least one week before your scheduled meeting. Include progress reports on last quarter's goals. As in the past, I would like most, if not all, of your office/division chiefs to participate. Each of the DDs is invited to attend each others' meetings. If you cannot attend, a principal alternate who can speak for you should attend.


4. During the first quarter of FY-80, each of the independent staff office directors prepared Advance Work Plans as part of their SIS Performance Appraisal System. I would like each to provide me with a brief three-month written progress report on their agreed-upon objectives by 29 February 1980. Include any issues or problems you may want to bring to DCI/DDCI attention. Also indicate any revisions to previously agreed AWP's you may want to propose.

5. A number of personnel management initiatives have resulted from the Executive Committee NAPA reviews in December. I would like to review progress and problems on each of the major Executive Committee personnel decisions with the Office of Personnel Policy, Planning, and Management

and its key staff on 20 March at 1500 in the DCI Conference Room. Please prepare a brief goals and progress document at least one week before that meeting.

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Frank C. Carlucci

cc: DCI 25X1A
SA/DDCI 

SECRET

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GOALS AND PROGRESS REPORT

CIA GOALS PROGRAM

Goal: Implement the plan to create the Senior Intelligence Service for CIA

Presenter: Harry E. Fitzwater
Director of Personnel

Milestones: 6 June 1979 - Presentation by OP made to DDCI and Executive Committee of an overview of the Civil Service Reform Act provisions for the Senior Executive Service and general recommendation for adoption of primary features within CIA.

11 June 1979 - Notification to D/Pers by DDCI confirming agreement the Agency should move ahead in developing an SES task group should now focus on how such a system should be designed and implemented. Outside date for possible implementation 1 January 1980.

Progress to Date: 28 August 1979 - OP SES Task Group proposals for establishing and implementing a CIA SES-type system given to DDCI for review. This package suggested that the SES program in the Agency be called the Senior Intelligence Service (SIS).

29 August 1979 - DDCI met with D/Pers, DD/Pers and OP SES task group and discussed complete SES proposal "package." DDCI scheduled Executive Committee meeting for 31 August and requested that OP send copies of proposals to each member by 30 August.

31 August 1979 - Executive Committee meeting review and discussion of proposals; several modifications were suggested and approved by DDCI. D/Pers asked to incorporate modifications and develop revised package for review by Executive Committee members to give comments to DDCI in "one day." DDCI will approve or disapprove various recommendations by 7 September to permit institution of the CIA Senior Intelligence Service by 1 October 1979.

Issues and Problems: Short time available to handle necessary initial implementation requirements to meet start up date of 1 October 1979. SES task group with some "detail" assistance feels it can meet deadline.

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 ROUTING AND TRANSMITTAL SLIP

Date: 1/17/80

To: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Director of Data Processing	[Redacted]	17 Jan 80
2. DD	[Redacted]	17 Jan 80
3. C/MS - Action Copy <i>Tickle date C Feb</i>	[Redacted]	8 Feb
4. EO	[Redacted]	17 Jan 80
5. File		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Suspense: 8 February 1980

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STATINTL

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
C/Management Staff/DDA	Phone No.

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